Department Of Correction	**INTERNSHIP INFORMATION**	

Official Title: **Student Intern**

Position Type: **Internship**

Posting ID #: 040

Salary: **Unpaid**

Number of Vacancies: 4

Location: State Wide

Internship Track: Inmate Training & Education

Hours/Schedule: Flexible

Duration: **Full Semester**

Position Description: To gain supervised, practical experience in a Commonwealth of Massachusetts Department of Correction School.

Responsibilities/Major Duties: To assist the Principal, School Counselor and Teachers in the areas of School Management, Title One, Literacy, Computer Instruction, Adult Basic Education, Pre GED, GED, ESOL, Building Trades, Barber/Cosmetology, Culinary Arts, Welding, Auto Repair, Small Engine Repair, Horticulture or Auto body repair. Interns may administer assessments and may also serve as a tutor. Interns will perform school operational and administrative functions, including answering phones, filing, photocopying, faxing, data entry and the handling of other paperwork. The inters may also manage minor administrative projects and conduct research.

Preferred Qualifications: A minimum of two years of college credit toward an educational degree and interest in Adult Education and/or Criminal Justice. Strong listening, oral and written communication skills and must possess maturity, professionalism and appropriate respect for boundaries. Fluency in a foreign language is desirable, as is the ability to perform in a high security environment. Interns will establish and maintain regular and punctual working hours, conduct him/herself in an ethical manner, conforming to policies and procedures.

How to apply:
Mail Internship Application to:
Erin Gotovich, Director of Operations
Division of Human Resources
P.O. Box 946
Norfolk, MA 02056
Fax: (508) 850-5217

For additional information or questions, please contact:

Jim O'Gara at (508) 850-7874 or email at JMOgara@doc.state.ma.us

Lori Costa at (508) 850-7783 or email at LOCosta@doc.state.ma.us

Agency Web Address: http://www.mass.gov/doc

An Equal Opportunity/Affirmative Action Employer.
Women, minorities, veterans, and people with disabilities are strongly encouraged to apply.